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CENTRAL INTELLIGENCE AGENCY

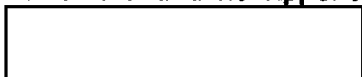
WASHINGTON, D. C. 20505

PUBLIC AFFAIRS

Phone: (703) 351-7676

29 October 1984

Mr. Richard H. Appert



Dear Mr. Appert:

This is to confirm the arrangements for the members of the Fordham University Club who will visit CIA Headquarters on 14 November and meet with CIA Director William J. Casey. Wine and cheese will be served in the North Cafeteria from 5:30-7:00 p.m.; and the briefing will take place in the auditorium from 7:30-8:30 p.m. Please plan to have your members here at approximately 5:00 p.m., since we have to allow time for them to check in with the main receptionist. I will meet you when you arrive and will be available to help throughout your visit. One more direction--please ask your members to come in at the Route 123 entrance.

As we have discussed already, two weeks before your visit I will need an alphabetized list of all attendees with full name, home address, date and place of birth, and social security number for each. Please also include a brief statement from you that all are U.S. citizens, since we are not prepared to accommodate foreign nationals (except in the special case that we have already discussed).

Each individual should plan to bring some form of identification with a photograph to show to the receptionist upon entering the building. If you will let me know of any handicapped persons who will attend, I will make special arrangements to assist them. Do you have any idea of the approximate number of vehicles that we may expect? Parking will be available near the building; I do not anticipate any problems since the time of day is to our advantage. I apologize in advance for any inconvenience that may be caused by the construction of our new Headquarters addition.

Mr. Richard H. Appert

The Agency allows neither hazardous equipment--such as weapons or explosives--nor cameras, recording devices, or radio transmitters to be brought into the building, which I guess should go without saying. Nevertheless, to save embarrassment, you might mention these things to our guests.

Also attached is a checklist summarizing these details, which I hope will assist you in making arrangements. We look forward to your visit. If you have any further questions, please do not hesitate to call me at STAT

Sincerely,

STAT

Public Affairs

Attachments:

- A. Map to CIA
- B. Checklist

VISITATION CHECK LIST

AT LEAST TWO WEEKS IN ADVANCE:

- _____ Forward alphabetical list of attendees showing each full name, address, date/place of birth, social security number.
- _____ Forward statement certifying all attendees are U.S. citizens.
- _____ Notify CIA of any handicapped attending.
- _____ Notify CIA of number and description of vehicles.

DAY OF VISIT, PRIOR TO DEPARTURE:

- _____ Remind each attendee to bring ID with photo.
- _____ Remind attendees that cameras, recorders, transmitters, and hazardous equipment are prohibited.

THANK YOU